

Research Grant Fund Application Form

Due Date: February 1, 2027

Please refer to the Research Grant Fund Program Guidelines document to help you complete this application form.

Part A: Applicant Information

Name of Principal Investigator	
Program	
E-mail address	
Project Title	
Academic Rank	
Most Recent Semester and Year Teaching at the University of Guelph-Humber	
Desired Research Start Date	
Anticipated Research Termination Date	
Total Amount Requested	
Signature of Applicant <i>I acknowledge that I have read and understood the Budget Preparation, Processes and Protocols on Pages 3-6.</i>	

Chair Approval

Name of Chair	
Chair Signature	

Research Ethics Board Approval

Required		Not Required		
If Required, Date of Research Ethics:				
Submitted:				
Approved:				

**REB approval must be received by the principal investigator's institution.*

Part B: Documents for Research Proposal Outline

a. CV with the following information, 2–4 pages

- i.** Current and recent academic positions and pertinent professional affiliations.
- ii.** Post-Secondary Degree(s).
- iii.** Representative research in the field - up to five recent research contributions (e.g., articles, books or chapters, editions, translations, exhibitions or performances, digital projects, public scholarship).
- iv.** Research funding in the last 3 years, if any (prior funding is not required).
- v.** Evidence of student training and/or mentorship.

b. Research Proposal, 3 pages maximum

- vi.** Research Quality: Contribution and Methodological Rigor — central question/argument; place within the relevant field(s), or across them; methods; theoretical/contextual framing; intended outputs.
- vii.** Feasibility – timeline; access/permissions confirmed or planned; risks and contingencies; protocols; team capacity and role.
- viii.** Knowledge Mobilization – dissemination plan is appropriate for audiences (exhibitions/performances, digital projects, archives/datasets, monographs/articles); accessibility features as relevant.

c. Student Learning and Mentorship, 1–2 pages

- i. Substantive/Intellectual Roles (analysis, annotation, translation, metadata/curation, DH workflows).
- ii. Equity & Inclusion in Recruitment and Task Design.
- iii. Authorship/Credit & Dissemination Opportunities.

Part C: Other Funding

Source of Additional Funding	Amount Applied for	Amount Received

Please explain how funding applied for here will be used in conjunction with other funding, if applicable.

Part D: Team Members/Partners

Name of Applicant 1	
Program (Department)	
School/Organization	
Telephone	
E-mail Address	
Project Role / Relevant Expertise	
If Applicable:	
Name of Applicant 2	
Program (Department)	
School/Organization	
Telephone	
E-mail Address	
Project Role / Relevant Expertise	
If Applicable:	
Name of Applicant 3	
Program (Department)	
School/Organization	
Telephone	
E-mail Address	
Project Role / Relevant Expertise	

**Please reproduce this table on a separate page if additional team members need to be included.*

Part E: Student Participant(s)

Student Name 1	
Program	
Academic Standing	
Enrollment Status	
E-mail Address	
If Applicable:	

Student Name 2	
Program	
Academic Standing	
Enrollment Status	
E-mail Address	
<i>If Applicable:</i>	
Student Name 3	
Program	
Academic Standing	
Enrollment Status	
E-mail Address	

**Please reproduce this table on a separate page if additional student participants need to be included.*

**Refer to the Research Grant Fund Program Guidelines below prior to completing Part F and G.*

PART F: Funding Requested

For this table, please include only a short description of each item with specific details and calculations to be articulated in the budget justification.

Salaries/Wages	Description	Amount Required
U of GH Student Assistant / Research Assistant(s) - Hourly Rate of Pay: \$17.95/hour - Vacation Pay: 6% - Total Compensation: \$19.03/hour - Source Deductions (i.e. EI, CPP): 10% - Total Budget: \$20.93/hour		
Faculty Honorarium <i>(if applicable)</i>		
Total Salary Support		

Non-Salary Requirements	Description	Amount Required
Equipment <i>(related to research)</i>		
Supplies		
Local Travel		
Technical Support		
Participant Incentives		
Information Resources		
Other <i>(specify)</i>		
Total Non-Salary Support		

TOTAL FUNDING REQUESTED (Salary & Non-Salary)	
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PART G: Budget Justification

- Provide a brief statement regarding the appropriateness of the budget to execute the proposed research.
- In point form or a table/chart, provide a detailed description of labour cost (e.g., salaries, stipends, and honoraria) including rates of pay, number of hours, duration of need, and identification of recipients, if known.
- In point form or a table/chart, provide line-by-line details on all non-salary costs.
- Separately, attach quotes for equipment and any single non-salary item over \$500.00. Demonstrate how each line directly supports the methods and outputs described.

Part H: To Be Completed by the Office of the Vice-Provost

Vice-Provost Approval *(Subsequent to Approval of Application)*

Printed Name of Vice-Provost:

Signature of Vice-Provost:

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Research Grant Fund Program Guidelines

Rationale

The research fund will benefit students by providing them with the opportunity to

- participate in scholarship and the process of knowledge production
- develop research skills
- add research project participation/ activities to their résumés

The research fund will benefit faculty by

- supporting their related research projects
- increasing faculty engagement in University of Guelph-Humber programming

The research fund will benefit the institution by

- encouraging and supporting University of Guelph-Humber scholarship
- increase University of Guelph-Humber's visibility within the academic community

1. CRITERIA

General Criteria

- The proposal must demonstrate meaningful University of Guelph-Humber current student participation
- Participating students must be current University of Guelph-Humber students in good academic standing
- Research undertaken must comply with the principal investigator's institutional policies on the conduct of research, in particular ethical clearance for the use of human participants
- Funds will be released only after all required research ethics approvals have been obtained
- Applied research projects undertaken as part of regular courses do not normally qualify

Eligibility

- Faculty members with a teaching affiliation at the University of Guelph-Humber will be given preference.
- In case of joint applications between Humber or Guelph faculty, one of the faculty members should act as principal investigator
- Research proposals which will be submitted towards an advanced degree are not eligible

2. OUTLINE OF APPROVAL PROCESS

Time Frame

- The Research Fund Review Committee meets once a year in the winter semester
- Multi-year proposals may be considered
- The University of Guelph-Humber fiscal year is from **April 1st – March 31st**

Required Elements of Each Proposal

- Institutional Approval - The proposal should be signed by:
 - Project principal investigator
 - University of Guelph-Humber Chair
- Research Proposal: provide research topic, objectives and background information
- A current curriculum vitae (CV) highlighting research experience/production must be provided
- Description of anticipated University of Guelph-Humber student participation
- Detailed budget prepared in accordance with University of Guelph-Humber guidelines
- Timeline for project completion

- Expected project outcomes and deliverables: publications, reports, presentations or other scholarly output
 - Research ethics approval, if required
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3. ADMINISTRATIVE ASPECTS

Research Fund Review Committee

- The University of Guelph-Humber Vice-Provost shall nominate Committee members consisting of at least 2 members of AMAP and 1 member external to AMAP

Ranking System

- The committee will review and rank the proposals
- In case of closely matched projects, priority will be given to first time applicants
- The Vice-Provost will consider the recommendations of the committee and make the final approval and funding decisions on proposed submissions

Processes and Protocols

General

- The principal investigator is responsible for ensuring that expenditures remain within the approved grant budget. Any anticipated or actual budget over-expenditure must be reported promptly to University of Guelph-Humber Finance & Administration. In situations where a project has gone over budget and the principal investigator is entitled to an honorarium, the amount of the honorarium will be adjusted to accommodate the project overrun. Example: closing balance - \$2,520 (\$2,000 honorarium + \$520 source deductions) to determine overrun. \$2,000 – overrun = adjusted honorarium.
- Expenses must be consistent with the approved project budget to be eligible for reimbursement.
- Grant funds are expected to be expended within the fiscal year in which they are awarded (April 1st to March 31st). Requests to extend the grant period may be considered and must be approved in advance.
- The grant may be cancelled for any project that has not commenced by September 30th of the year the project is awarded. In this case, the principal investigator will have to apply for grant extension consideration.
- For grant extension consideration, please contact:
Dr. George Bragues
Associate Vice-Provost, Academic
Phone: 416-798-1331
Email: george.bragues@guelpghumber.ca

- Grants are made on the understanding that any costs associated with installation, operation and maintenance of any equipment to be purchased shall be the responsibility of the principal investigator.
- Equipment, information resources and other assets purchased with the grant funds belong to the University of Guelph-Humber.

Expenditures

- Each project will have a specific budget account in Humber's Banner financial system.
- All expenses including participant incentives must be incurred directly by the principal investigator (not through a third-party organization) and submitted for reimbursement.
- Advance funding is not provided.
- Principal investigator expense claims must be submitted through University of Guelph-Humber Finance & Administration rather than directly through the University of Guelph or Humber Polytechnic.
- Principal investigators on Humber payroll are required to submit their expenses in Chrome River. Please contact University of Guelph-Humber Finance & Administration for access.
- Original receipts and supporting documentation must be attached for all expense claims.
- Expenses must be submitted promptly as incurred. Expenses that are not submitted within 30 days of the receipt date will not be reimbursed.

Research Assistants

- Research assistants are required to enter and submit their hours in the Human Resource Management System (HRMS) on a weekly basis and email a screenshot of their hours to the principal investigator (PI) for approval. Once the PI has forwarded the approval to University of Guelph-Humber Finance & Administration the hours will be approved in HRMS to facilitate payment.
- If timesheets are not entered and approved by the dates communicated, or if there is a discrepancy in the time entered versus the time approved, pay may be delayed.
- Late submission or approval of timesheets may result in delayed payment and must be addressed promptly (within four weeks) with University of Guelph-Humber Finance & Administration.
- Principal investigators are responsible for monitoring research assistant hours and associated expenditures against the approved budget. There may be a delay between the time the hours are worked, submitted, approved, and reflected on the report.

Participant Incentives

- A research proposal involving human participants requires Research Ethics Board (REB) approval.
- When establishing an incentive, the principal investigator (PI) must be mindful that the payment to participants does not constitute "undue inducement" which may compromise the

voluntary nature of participation or decrease the understanding of the possible risks to the participant associated with participating in the study.

- The amount and schedule of all payments to research participants should be presented to the REB with the initial submission.
- Participant incentives may be provided in the form of gift cards. Issuing gift cards of nominal value (\$10 to \$50) is deemed acceptable, subject to REB approval and applicable University of Guelph-Humber Expense Reimbursement Guidelines and Gift Card Protocol. Cash and prepaid credit cards are not eligible forms of participant incentives.
- The principal investigator is responsible for purchasing and maintaining appropriate records of all gift cards issued. Participants must acknowledge receipt of the incentive.
- The PI is required to maintain two tracking sheets, which cross-reference each other. The first sheet (Sheet 1) containing personal information (name and address) is to be kept confidential and retained by the PI for 7 years for audit purposes. The second sheet (Sheet 2) is to be submitted with the expense claim.

Examples

Sheet #1:

Participant's ID#	Participant's Name	Participant's Address	Type of Gift Card	Name of Retailer	Amount
A1234	John Doe	207 Humber College Blvd Etobicoke, ON, M9W 5L7			\$40.00
A1235	Jane Doe	110 Carrier Dr Etobicoke, ON, M9W 5R1			\$40.00

Sheet #2:

Participant's ID#	Type of Gift Card	Name of Retailer	Amount	Date Provided	Signature Verifying Receipt of Remuneration
A1234			\$40.00	01-Aug-2016	
A1235			\$40.00	01-Aug-2016	

By signing this sheet, a research participant agrees that they are responsible for self-declaring income for income-tax purpose.

- When requesting reimbursement, the PI must attach all payment receipts to the expense claim as well as the incentive tracking sheet (Sheet 2) in support of how the incentives were distributed.

Budget Preparation

- Applicants should review the above Processes and Protocols sections before preparing the project budget.
- Normally, up to \$10,000 per project could be awarded.

- Faculty who are not full-time may be eligible for a \$2,000 honorarium. For budget purposes, please allow 26% for government/source deductions (\$2,000 honorarium + 26% = \$2,520).
- It is essential that each budget item be carefully detailed and justified. This will play an important role in determining the award amount.
- Planned activities shall not include capital expenditures (items exceeding \$5,000 each).
- Hiring of student(s) as research assistants at a **student rate of \$17.95/hour**.
 - For budget purposes, please include 6% vacation pay and allow 10% for government deductions. Calculate budget as follows:
 $\$17.95 + 6\% + 10\% = \$20.93/\text{hour}$ (***rate may change***).
- Applicable statutory holiday pay and other mandatory employer costs must be included in the project budget.
- Requests may include:
 - Information resources, except those that require ongoing subscriptions, in consultation with University of Guelph-Humber Library Services.
 - Eligible travel and related expenses. For travel, this may include parking, public transit, train, and mileage. Please note mileage is reimbursed at 0.58/KM and claims must include a map print out detailing the kilometers travelled. Gas receipts are not reimbursable.
 - Equipment related to specific activities within the project.
 - Supplies and other operating expenses.
 - Participant incentives in the form of gift cards.
 - Technical and other support staff assistance.
- Ineligible expenses include:
 - Laptops, iPads, tablets or related personal computing devices.
 - Conference registration, attendance, and related travel expenses